

Contract 07-484A-HR Outsourced Printing & Design Layout Services Questions & Answers

1. I would like to know how the design portion of the estimating should be submitted. Do we itemize according to the Scope of Work chart that lists the collateral items?

We would like to know what you charge for each classification of design work (Class I, Class II, and Class III). If you charge the same flat fee for design work then you can put the same price for each class.

2. The stock listed on item #19, 45 lb. bright mondo supreme has been difficult to locate. Can you furnish me with the paper company that produces this stock, or a comparable stock.

This needs to be a newsprint-type paper suitable for a web offset press. We are looking for a bright 45 lb. smooth finish stock.

3. For item #16 OCR Form – please explain the difference between the NCR form and the OCR form.

OCR (optical character recognition) refers to the process by which scanned images are electronically "read" to convert them into editable text. This conversion is performed after scanning, and may output formatted text or text-only files (flat ASCII files). Text generated by OCR is often input into text search databases, allowing retrieval of the original scanned image based on its content.

NCR paper is a multiple-part paper form that does not use carbon paper. The ink is adhered to the reverse side of the previous sheet.

4. Please describe your understanding of how the State of Delaware and Office of Management and Budget, Government Support Services would implement individual task orders under this contract.

Printing and Publishing makes every effort to produce print jobs in-house, but if we determine that a particular job is beyond our current capabilities we will research which vendor can do the job based on the award notice of the outsourced printing & design layout services contract (07-484A-HR). Outsource jobs will be awarded to vendors on this contract in a rotating fashion according to which vendor has the capability to complete the job according to the specifications of the particular job and the timeline established by the agency.

When requesting reprints, Printing and Publishing usually sends the job to the vendor who printed it previously in order to maintain consistency. In addition, agencies may suggest that a job be sent to a specific vendor on the contract.

If it is determined that the print work will be \$10,000 or more, we will obtain quotes from three vendors on the outsourced printing contract and then award the job to the lowest priced bidder. If none of the vendors on contract have the capabilities to do the work requested, then the small purchase procedures and thresholds are followed.